



## Fiscal Year 2016 MASH Emails

The purpose of this document is to provide a historical record of MASH emails that are sent to users of SPAHRS and MAGIC.

The messages are divided by area with the most recent messages listed at the top of that respective area. The date the message was sent is also listed next to each item. You may also find links to supporting documentation.

This document contains updates that were released since July 1, 2015. For a list of prior updates, please visit the [MMRS Customer Support Page](#).

The document was last updated on June 6, 2016.

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MMRS Call Center	
Date Sent	Information
5/25/2016	DFA has revamped their website, effective 5/25/2016, and the MMRS information has been merged into it. You will be able to get to MMRS documents, notices, etc. via this link <a href="http://www.dfa.ms.gov/dfa-offices/mmrs">http://www.dfa.ms.gov/dfa-offices/mmrs</a> .
4/6/2016	Please see <a href="#">memo</a> regarding an upcoming MAGIC database upgrade. The memo has also been posted under the featured news section of the <a href="#">MMRS website</a> .
3/15/2016	<p>To ensure that your MAGIC help desk incident is logged and tracked correctly, the following procedure is being implemented to help facilitate incident management.</p> <p>As you encounter <b>new</b> issues, please do not contact an MMRS support person directly for assistance. <b>New</b> issues should be reported by contacting the MMRS Call Center via phone (601-359-1343) or email (<a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a>) to log an incident.</p>
8/12/2015	The default Fiscal Year value in MAGIC has been updated to reflect the new fiscal year to 2016. This will not affect prior documents. It will simply auto-populate the Fiscal Year field correctly within transactions from this point forward.
7/31/2015	<p>As a final reminder, effective August 1, 2015 MAGIC information will only be sent via MASH email to users that request to be added to the email group. If you do not request to receive the MAGIC MASH emails you will only receive the information in the MAGIC Information Area within MAGIC. To be added to the email group, please send an email to <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> with "MAGIC Email Request" in the subject line. If you have already requested to be added to the email group, you do not need to send another request.</p> <p>For additional information, please review the <a href="#">MAGIC Information Area</a> document on the <a href="#">MMRS website</a>.</p>
7/23/2015	<p>As a reminder, effective August 1, 2015 MAGIC information will only be sent via MASH email to users that request to be added to the email group. If you do not request to receive the MAGIC MASH emails you will only receive the information in the MAGIC Information Area within MAGIC. To be added to the email group, please send an email to <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> with "MAGIC Email Request" in the subject line. If you have already requested to be added to the email group, you do not need to send another request.</p> <p>For additional information, please review the <a href="#">MAGIC Information Area</a> document on the <a href="#">MMRS website</a>.</p>
7/4/2015	Effective August 1, 2015, MAGIC information will only be sent via MASH email to users that request to be added to the email group. If you do not request to receive the MAGIC MASH emails you will only receive the information in the MAGIC Information Area within MAGIC. For additional details, please review the announcement on the <a href="#">MMRS website</a> .



MAGIC Finance	
Date Sent	Information
6/6/2016	The MAGIC payment run Friday night, June 3, 2016 produced the Paymode file but did not produce the paper warrants. The paper warrants from Friday night will be generated in tonight's payment run. We apologize for the inconvenience as there are no paper warrants to be picked up from OFM today.
6/6/2016	For assets below the CAFR threshold of \$5,000.00 that are acquired via Donation or Confiscation, a new acquisition transaction type, X16, has been created. The corresponding offsetting general ledger account is 42600000 Donations. Assets below the CAFR threshold may also be referred to as Non-CAFR Low Dollar Assets (LDA). Please refer to <a href="#">updated job-aid</a> .
6/1/2016	Per DFA/Office of Fiscal Management (OFM), GL Account 61696000 should be used only for travel reimbursements at the state approved rate for professional contractors and for miscellaneous supplies and payments made by professional contractor on behalf of the state. No other expenses should be booked to this GL account.
5/18/2016	<p>DFA has identified two more areas that you may begin "cleaning up now instead of waiting until year end. First, closing POs you no longer need for whatever reason. Here is a link to the job aid for closing POs: <a href="#">Close a Purchase Order with Remaining Balance Job Aid</a>.</p> <p>Secondly, those agencies that utilize Shopping Carts (SC) functionality in MAGIC need to have their Purchasing departments check the "Carry Out Sourcing" work-list daily to ensure Shopping Carts have been sourced to a PO or rejected.</p>
5/12/2016	<p>If you have a Budget document that becomes rejected, it must be re-entered to be processed within MAGIC. If you receive a document rejection notice from workflow, select either yes or no.</p> <p style="text-align: center;">Select "Yes" if you want to recreate the document. Select "No" if you want to recreate the document manually.</p> <p>You will then be able see the rejection comments from your agency budget analyst or from your DFA/OBFM budget analyst. Please re-enter the document with the required correction. Once re-entered, the document will need to be marked as <i>Pre-Post</i> for approval.</p> <p>HINT: You can use <i>Create By Reference</i> using your rejected document number to recreate your document. Then make the required changes and Pre-Post.</p>

MAGIC Finance	
Date Sent	Information
5/12/2016	<p>A <a href="#">MAGIC Approval Request Form</a> has been created. The form should be used to setup your agencies SRM manager, fiscal, or asset approver information in MAGIC. The form also includes setup for ECC Financial Agency Approver areas such as AP/AR/GL/FM. Completed forms should be emailed to the MMRS Call Center at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a>. You should only use the form to make changes to your approval setup going forward. A form does not need to be completed if your approval information is already correct in MAGIC.</p>
5/6/2016	<p>An error occurred in a program that runs in conjunction with the nightly payment run on Wednesday, May 4, 2016. The error caused budget balances on reports generated on Thursday, May 5, 2016 to reflect incorrect expenditure totals and therefore, incorrect balances. The program error has been corrected and budget reports are correct today. Procedures have been put into place to prevent this error from occurring in the future.</p>
5/3/2016	<p>As we near the end of FY 2016 it has come to our attention that some agencies may not be aware of the process to clear invoices from the Paymode re-process table that are no longer needed. DFA/OFM has the ability to delete invoices from this table upon request by the agency.</p> <p>Please review your invoices on ZFAP_PM_INV_DIS and determine what has already been paid and what remains outstanding. For invoices that have already been paid, send a list to <a href="mailto:Chanel.Cain@dfa.ms.gov">Chanel.Cain@dfa.ms.gov</a> and <a href="mailto:Greg.Ramsey@dfa.ms.gov">Greg.Ramsey@dfa.ms.gov</a> requesting deletion. Make sure to include the transaction ID and the vendor <b>name</b> when submitting the request. Agencies will need to use the <a href="#">Paymode Inbound Invoice Re-process</a> job aid to re-process a Paymode direct invoice which has failed using transaction ZFAP_PM_INV_ENTER. If your agency has not reviewed the table before and has a large number of invoices, we would suggest exporting to excel for determining what has been paid. This cleanup should be done periodically throughout the year.</p> <p>If you have any questions please contact the persons listed above.</p>
4/29/16	<p>Please see the information on the <a href="#">MMRS website</a> regarding some upcoming <a href="#">FY17 Budget Workshops</a>.</p>

MAGIC Finance	
Date Sent	Information
4/13/16	<p>As we near the end of two years of MAGIC production, we have some “housekeeping” that we are asking you to complete. There are approximately 15,000 parked documents statewide in MAGIC. With all the year-end activities, now is a good time to start clearing your agencies parked documents.</p> <p>Please use the <a href="#">Agency Month End Document</a> to help identify any “parked status documents.” If you no longer need to process the parked document, it should be deleted by your agency. If the parked document still needs to be processed, it should be “saved as complete,” which will start the workflow process. All agency levels of approval should be applied, then the document will route to DFA/OFM for approval.</p>
4/12/16	The MAGIC Document Type ZS, InterAg Pay Clearing, is now an automatic direct entry transaction code. The MAGIC Doc Type Listing on the <a href="#">Finance and Grants Management</a> page of the <a href="#">MMRS website</a> has been updated to reflect this change.
4/12/16	Please send all requests for changes to master data for cost centers, the E398 table, funds, and customers to the central email address for DFA/Office of Fiscal Management, Bureau of Financial Management at <a href="mailto:OFM.BFM@dfa.ms.gov">OFM.BFM@dfa.ms.gov</a> .
4/11/2016	The Worklist Status Report, transaction code <b>ZFAA_ASSET_WL_STATUS</b> , has been corrected to ensure that all worklist status are appearing on the report.
4/1/2016	A new document type has been created for Interagency Payment Clearing. YP, YT, and YS documents posted on or after 03/30/2016, will now clear with a ZS document type instead of a ZP.
3/29/2016	Effective March 29, 2016, DFA has added some new validation rules/edits to finance related document types. Also, some of the existing rules have been adjusted for account group ranges. A list of the affected document types and a description of the rule/edits can be found within uPerform at: <a href="#">New or Adjusted Validation Rules/Edits – 3/29/2016</a> .
3/29/2016	The Worklist Status Report, transaction code ZFAA_ASSET_STATUS, has been corrected to ensure that all worklist status are appearing on the report.
3/28/2016	The <a href="#">Non-Invoiced Cash Receipts (YC Document Type) Job Aid</a> has been updated. The updates include information on posting cash on a YC document for the sale of a vehicle.
3/16/2016	The updated <a href="#">Vehicle Disposal Process Job Aid</a> will provide you more information on this business process.
3/14/2016	DFA has made a MAGIC system change to prevent users from receiving the error, Balancing field ‘Budget Period’ in line item 001 not filled, while processing XY documents with multiple funds on the invoice. You should now be able to process the documents without receiving the error. If you have any additional problems, please contact the MMRS Call Center at 601-359-1343 or <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> .




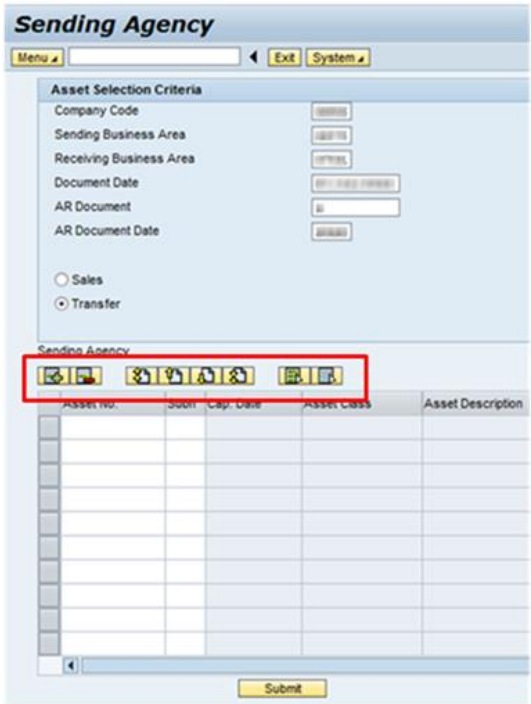
MAGIC Finance	
Date Sent	Information
2/22/2016	Whenever an agency is paying a vendor for completing a service, the total amount due should be coded to the specific service general ledger (G/L) code. G/L codes 61696000 (Fees and Services-Expense Reimbursements – no 1099) should <u>only</u> be used when the reimbursement is <u>non-taxable</u> to the vendor.
2/1/2016	If you have any old work items in your SAP Workplace inbox that need to be removed, please send a screenshot of the items to be removed to <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> with “SAP Workplace Work Items” as the subject of the email. DFA will remove your requested work items from the Workplace. Please note that removing the work items will not delete the document it will only remove them from your Workplace inbox.
1/28/2016	<p>Using T-Code <b>ZFAA_ASSET_WL_STATUS</b>, a worklist status report for asset property officers will be created. To run the report, you will need access to the EJFAACC000 security group. The report will show the status of any retiring asset. It is suggested that the report be run on a weekly basis. Once executed, the report will show the following status indicators:</p> <p style="padding-left: 40px;">Error – view errors using AR30 transaction code  Ready – awaiting approval  Complete – assets are deactivated/retired  Cancel – worklist have been deleted</p>
1/28/2016	<p>The new inventory checklist sign-off form can be accessed using T-Code <b>ZFAM_Assets_BY_EMPL</b>. To create the checklist, you will need access to the EJFAACC000 security role. After executing the T-Code, select the “Print Form” tab and enter your agency number. When executed, you will have the ability to search by: Personnel Number, Other employee ID, or Additional Location.</p> <p>The “Personnel Number” option will display an employee’s full name if their personnel number is assigned to an asset in the master data. A personnel number is unique to each employee.</p> <p>To utilize this feature:</p> <ol style="list-style-type: none"> <li>(1) Select the “Time Dependent” tab from the asset master;</li> <li>(2) Select the personnel number field;</li> <li>(3) Search by the employee’s first and last name; and,</li> <li>(4) Save your information.</li> </ol>



MAGIC Finance	
Date Sent	Information
1/26/2016	When adding or changing an account distribution in SPAHRS, the system will check the new accounting distribution against the MAGIC crosswalk. When an accounting distribution is added or changed and it is not on the MAGIC crosswalk, the system will provide the error "Distribution invalid on MAGIC ACCT DIST table." Agencies will need to make the additions/corrections on the MAGIC crosswalk table prior to entering the distribution in SPAHRS. Accounting distributions that were previously established may still show up as errors in a payroll. Therefore, we suggest that you run your preliminaries early so any potential errors can be taken care of on a timely basis and not cause your payroll to be late.
1/19/2016	The <a href="#">MAGIC Document Type Listing</a> has been updated to reflect that the YF documents are now assigned to the CR application area.
1/14/2016	Please review the new job aid, <a href="#">Customer Invoice and Grant Receivable</a> , for information on how to use the ZG document to bill the sponsor of the grant for grant related expenditures. The job aid also discusses the YG document that is used to record the funds received from the sponsor to clear the ZG document.
1/12/2016	A new job aid, <a href="#">Agency Month End Processes Job Aid</a> , has been created. The job aid will help agencies review certain MAGIC activity on a monthly basis and help identify potential problems that may need to be resolved each month.
12/16/2015	Effective January 1, 2016, DFA/OFM will begin rejecting MAGIC documents that are paying multiple invoices. We will also reject documents that do not reference the invoice number from the invoice. Agencies should only create a unique invoice number when the invoice attached does not show an invoice number. This process will help DFA/OFM prevent duplicate payments to vendors. As a reminder, the MAGIC system is designed to process one invoice per document.  If you have any questions or concerns to please contact Princess Bender (Princess.Bender@dfa.ms.gov) or Greg Ramey (Greg.Ramsey@dfa.ms.gov) at DFA/OFM.
12/2/2015	The MAGIC Document Type Listing has been updated. The listing can be found on the <a href="#">Finance and Grants Management (FIGM) page of the MMRS Website</a> .
11/13/2015	Users may have encountered issues with processing documents or issuing purchase orders yesterday, 11/12/15. The budgeted amounts for Budget Periods 2016-A1 and 2016-A2 were combined. The issue has been corrected and the budget amounts are now in two allotment periods. We apologize for any inconvenience this may have caused.
11/6/2015	A new job aid has been created to outline the steps to post a <a href="#">YG document to record grant revenue</a> . The job aid can be found within <a href="#">uPerform</a> .



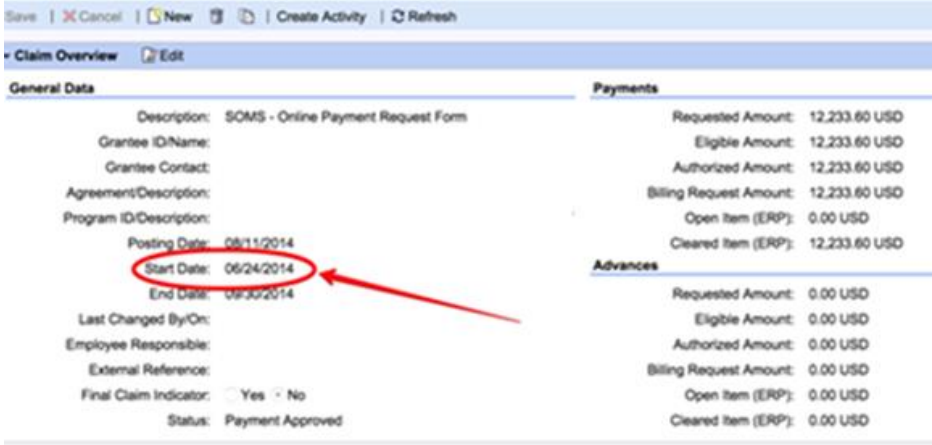
MAGIC Finance	
Date Sent	Information
11/5/2015	The ZFI_CASH_RPT (Cash Revenue and Expenditure Report) has been updated and now includes all interagency revenue. Postings for interagency revenue received before 08/12/2015 will have document type DZ. Postings for interagency revenue received on or after 08/12/2015 will have document type XD.
10/8/2015	Please see the information on the <a href="#">MMRS Website</a> regarding some upcoming <a href="#">GAAP workshops</a> .
10/1/2015	Starting today (10/1/2015), when processing T-Code <b>FV65</b> to do a credit memo (KG Document), the reference field will now be required.
8/24/2015	A new document type has been created for Interagency Receipt Clearing. Cash postings for interagency receivables will now use the XD document type.
8/18/2015	Please read the <a href="#">FY2015 Lapse Processing memo</a> from the Office of Fiscal Management. Lapse waiver and other year end information is included in the memo. The memo can be found on the <a href="#">MMRS website</a> .
8/17/2015	MAAPP Manual Section 11.20.15 has been revised and includes MAGIC specific instructions for processing lapse period waivers. Use <b>MIR7</b> and an <b>XL</b> document type for the invoice transaction. The due date for waiver requests is August 19, 2015. Even though, the document will start as '51' logistics document, it will be a '19' accounting document.
8/14/2015	A <b>room and inventory number field</b> has been added to the Fixed Assets Mass Change file layout. The Asset Update Template and Mass Change of Fixed Assets – FTP Upload Instructions Job Aid have been updated to reflect the change. The documents are available on the <a href="#">MMRS website</a> .
8/4/2015	A new Job Aid has been created to assist with <a href="#">posting and deleting LIV documents</a> . Please visit uPerform to review this and other documents.
7/31/2015	<p>If you need assistance in completing your MAGIC Performance Measures, please review the documents listed below. Please be sure that you are reviewing the Allotment Period 2 document for year-end processing.</p> <p><a href="#">An Overview of Performance Measures in MAGIC</a></p> <p><a href="#">Allotment Period 2 – Performance Measure Statistical Key Figure Process</a></p>

MAGIC Finance	
Date Sent	Information
7/29/2015	<p>The deadline to submit your agency's FY2015 Semi-Annual Report on Program Budget to the Legislative Budget Office (LBO) and DFA/Office of Budget and Fund Management is Friday, July 31, 2015. All agency personnel that are responsible for submitting this information should review the memo posted on the <a href="#">MMRS Website</a>. The memo will provide you additional information and direct you to several updated MAGIC job aids that will provide you instructions on how to create this report within MAGIC. The job aids can also be found at: <a href="#">An Overview of Performance Measures in MAGIC</a> and <a href="#">Creating and Using Statistical Key Figures</a>.</p>
7/21/2015	<p>When using T-Code <b>ZFAA_SAGY</b>, MAGIC will now allow you to transfer more than ten (10) assets at a single time. You will notice additional icons in order to allow the mass transfer. The new icons are pictured below with their descriptions.</p> <p><u>These two icons will allow the addition or deletion of a line.</u></p>  <p><u>The second group allows you to navigate up/down a page or go to first or last page.</u></p>  <p><u>The final two allow you to select all rows or deselect all rows.</u></p>  

MAGIC Finance	
Date Sent	Information
7/10/2015	Budget periods 2015-A1 and 2015-A2 are currently open and MAGIC will accept documents for either period. However for Lapse, 2015-A2 should be used for receipt or invoice transactions. DFA/Office of Fiscal Management will not reject 2015-A1 documents, but not using 2015-A2 could cause reporting problems.
7/8/2015	<p><u>Documents parked and not in workflow.</u> For all parked documents that are not currently in workflow from Budget Year 2015, users should change the posting date to the current date prior to selecting 'save as complete' which will initiate workflow. The Fiscal Year will change to 2016, but the Budget Period will remain 2015-A2.</p> <p><u>Documents that are in workflow and have a posting date prior to July 1, 2015.</u> Any documents from Fiscal Year 2015 that are currently in workflow and receive the error "Enter the number of a parked document" upon application of the last level of approvals and have no other posting errors, a program will be run against the documents to update the posting date and post the documents on a daily basis.</p>
7/2/2015	Agencies that need to change the coding on travel should initiate the Travel Mass Change After or the Travel Cost Reallocation in SPAHRS. Due to an issue with a validation rule in MAGIC, the ZE & YV document types cannot be used for travel reclassifications.

MAGIC Grants Management	
Date Sent	Information
6/6/2016	Agencies will no longer be allowed to use the DR (Customer Invoice) doc type to record grant revenue. Now, agencies will only be able to use the ZG (Grant Billing) doc type to record grant revenue. If you need any assistance with creating a ZG document, please go to the following link <a href="http://uperform.magic.ms.gov/gm/folder-1.11.15819?originalContext=1.11.6462">http://uperform.magic.ms.gov/gm/folder-1.11.15819?originalContext=1.11.6462</a> .
5/12/2016	Please review the new job aid, <a href="#">Resource Related Billing for Grants</a> , for information regarding how the process works within MAGIC.
2/18/2016	<p>T-Code <b>ZFGM_CMIA_CPR</b> has been created for agencies that have CMIA grants to provide the ability to display clearance patterns by sponsored program. If you need access to the T-Code, please have your security contact request access to the Grant Reports &amp; Display role.</p> <p>In order for the report to work, your sponsored program must be marked as "CMIA Relevant." Two job aids, <a href="#">Clearance Pattern Report</a> and <a href="#">Marking Sponsored Program to CMIA Relevant</a>, have been created to provide you assistance in running the report.</p>
8/17/2015	Please choose "Save as Complete" if you receive the following error while trying to park an LIV document: "For grant XXXX, program and class were not derived."
8/13/2015	The four (4) digit Authorization Group is now a required field when creating a grant within MAGIC. The Authorization Group is your agencies business area. For a list of business areas, please review the list on the <a href="#">MMRS website</a> .
7/17/2015	A new T-Code, GMAVCOVRW, has been added to allow agencies to view the budget balances on grants. Please see the job aid " <a href="#">Availability Control for Grant Management GMAVCOVRW</a> " further instructions.

## MAGIC Grants Management

Date Sent	Information
7/1/2015	<p>There is a new method of paying invoices on GRANTOR claims. During the lapse period of July and August, grantor agencies will be able to choose which budget year the claim will be applied. In order for MAGIC to separate each payment and charge them to different budget years and allotment periods, some additional date management will need to be done on the claim. When creating a claim on behalf of the user, or when processing a claim sent in by the user, the start date of the claim will need to correspond to the desired budget year. The expense date on each line item will also need to be changed to reflect this date. No other dates will need to be adjusted. For example: If you get a claim in on July 13th and want to pay it with prior year funds, you will change the start date on the claim to 6/30/2015. This will set the budget period on the invoice and payment document to 2015-A2. If you would like to pay it with the new year funds, set the start date to the current date so the budget period on the invoice and payment document will be set to 2016-A1. The new invoicing program uses this date to sort the payments. This date field should be checked on every claim to ensure proper posting of Grantor claims.</p> 

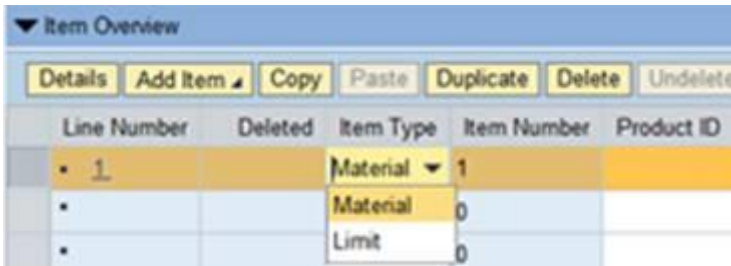
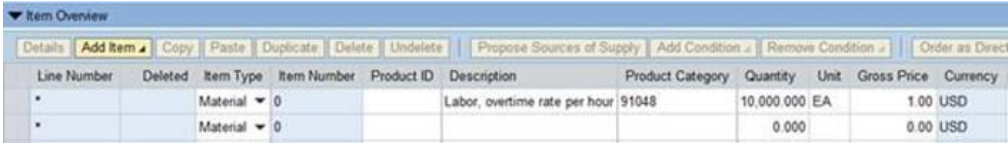
MAGIC HCM Mini-Master	
Date Sent	Information
	No updates at this time.

MAGIC Logistics	
Date Sent	Information
6/6/2016	Beginning June 7, 2016, DFA will be closing Purchase Orders (PO's) where there is no remaining quantity to be received or invoiced for quarters 1, 2 and 3.
5/24/2016	When a Goods Receipt (GR) is posted in MAGIC, accounting documents are generated to book the expense for the item(s) received. Therefore, if a Goods Receipt is done in MAGIC for items you have not received (and may never receive), expenses are overstated and budget is over-consumed. As year-end is approaching, it is important that agencies start to correct Good Receipt balances. Please use the new <a href="#">Correcting Goods Receipt / Invoice Receipt Balances Job Aid</a> as a guide to review and resolve GR/IR balances. If you need assistance, please contact the MMRS Call Center at 601-359-1343 or via email at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> .
5/18/2016	DFA has identified two more areas that you may begin "cleaning up" now instead of waiting until year end. First, closing POs you no longer need for whatever reason. Here is a link to the job aid for closing POs: <a href="#">Close a Purchase Order with Remaining Balance Job Aid</a> .  Secondly, those agencies that utilize Shopping Carts (SC) functionality in MAGIC need to have their Purchasing departments check the "Carry Out Sourcing" work-list daily to ensure Shopping Carts have been sourced to a PO or rejected.
5/16/2016	DFA will be closing out Purchase Orders with no remaining balance which were created in the third quarter of Fiscal Year 2016 (01/2016 – 03/2016). This is being done to clean up open agency Purchase Orders and to reduce the number of POs to be closed at year end.
5/12/2016	A <a href="#">MAGIC Approval Request Form</a> has been created. The form should be used to setup your agencies SRM manager, fiscal, or asset approver information in MAGIC. The form also includes setup for ECC Financial Agency Approver areas such as AP/AR/GL/FM. Completed forms should be emailed to the MMRS Call Center at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> . You should only use the form to make changes to your approval setup going forward. A form does not need to be completed if your approval information is already correct in MAGIC.



MAGIC Logistics	
Date Sent	Information
4/21/2016	<p>A new contract type, OREQ (Oversight Request), is now available in MAGIC. This contract type was created for the following OPTFM P-1 request types:</p> <p><b><u>OREQ- Oversight Request</u></b></p> <ul style="list-style-type: none"> <li>• Multiple awards from a single bid solicitation (RFx)</li> <li>• Trade-in of Equipment with Purchase</li> <li>• Exemption from procuring State contract items</li> </ul> <p>Detailed P-1 instructions may be found on OPTFM's website by clicking the link below:  <a href="http://www.dfa.state.ms.us/Purchasing/PurchasingTools/ElectronicP1Process.html">http://www.dfa.state.ms.us/Purchasing/PurchasingTools/ElectronicP1Process.html</a></p> <p>Agency Manager Approval thresholds for OREQ contract type have been set the same as your agency's manager approver threshold for SOLC (Cntr/Oversight Appr) contract type. If your agency needs to modify the Agency Manager Approval threshold settings, send an email request to <a href="mailto:MASH@dfa.ms.gov">MASH@dfa.ms.gov</a>.</p>
4/15/2016	<p>DFA will be closing out open Purchase Orders with no remaining balance which were created in the first or second quarter of Fiscal Year 2016 (07/2015 – 12/2015). This is being done to clean up open agency Purchase Orders and to reduce the number of POs to be closed at year end.</p>
4/5/2016	<p>Effective March 31, 2016 when notes are entered in the <b>Internal Notes</b> section of a Purchase Order (at the Header and Line Item level), the notes will display on the <b>Internal Printout</b> output form.</p>
3/29/2016	<p>Effective March 29, 2016, the option to select N/A on <b>Request Type</b> and <b>Contract Category</b> fields will no longer be available when creating contracts in MAGIC. Contracts that currently have the value of "N/A" in either the Request Type or Contract Category field will require you to update them if a change is made to the contract.</p> <p>If you do not find an appropriate value in the drop-down listing for these fields, please contact the MMRS Call Center at 601-359-1343 or via email at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a>.</p> <p>These fields are located on the contract Header tab &gt; Additional Information sub-tab on contract.</p>
3/29/2016	<p>DFA will be closing out Purchase Orders with no remaining balance which were created in the first quarter of Fiscal Year 2016 (07/2015 – 09/2015). This is being done to clean up open agency Purchase Orders and to reduce the number of POs to be closed at year end.</p>
3/24/2016	<p>The Create IDIQ PO from Contract – Job Aid has been created to provide instructions on how to create purchase order with an Indefinite Delivery and an Indefinite Quantity (IDIQ), with reference to a contract.</p>

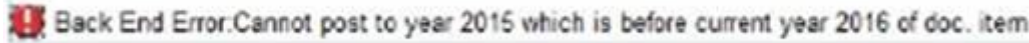

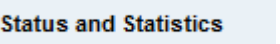
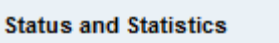

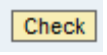
MAGIC Logistics	
Date Sent	Information
3/10/2016	The <a href="#">Vehicle Disposal Process</a> job aid has been revised with instructions for agencies to dispose of vehicles via Auction or Surplus.
2/17/2016	Four new fields have been added to the ME2K, ME2L, and ME2N MAGIC reports. Please review the new job aid, <a href="#">Contract Information Added to the ME2K, ME2L, and ME2N Reports</a> , for information on how to add the fields to these reports.
1/18/2016	All contracts are to be entered into MAGIC and payments against the contracts are to be made on RE documents referencing the contract or a purchase order that was issued for the contract. A lease agreement is a contract so all lease agreements should be entered into MAGIC as a contract. DFA/OFM is pre-auditing documents to ensure contract payments are being processed and posted against the contract balance.
1/13/2016	<p>A <a href="#">new MAGIC job</a> aid has been created to provide instructions on how to order items from Statewide non-competitive contracts within MAGIC. The information can be found within <a href="#">uPerform</a>.</p> <p>The punch-out functionality in MAGIC has been disabled and the internal catalog items are now available.</p>
11/5/2015	A new job aid has been created to provide instructions on how to run a new <a href="#">Vehicle and Equipment Status Report</a> . The job aid can be found within <a href="#">uPerform</a> .
10/29/2015	<p>MAGIC has the capability to inform users, by email and through the Universal Worklist (UWL), when a contract's validity date is about to expire. The system can also alert an individual when the contract has met or expended a specified percentage against the contract, based on the Released amount. When the alert is triggered, the system will send an email to inform all the users in their Purchasing group of the contract's alert status. Please review the new <a href="#">Contract Alerts</a> job aid to learn more and for instructions on how to use these functions within MAGIC.</p> <p>If you would like to automatically send this email to a separate folder please review the <a href="#">instructions</a> to create a rule in Microsoft Outlook. This will need to be added Thursday 10/29/15 before receiving this month's email. If you use a different type of mail client or have questions on this process, please request assistance from your agency's IT Department.</p>
9/29/2015	MAGIC has the capability to inform users, by email and through the Universal Worklist (UWL), when a contract's validity date is about to expire. The system can also alert an individual when the contract has met or expended a specified percentage against the contract, based on the Released amount. When the alert is triggered, the system will send an email to inform all the users in their Purchasing group of the contract's alert status. Please review the new <a href="#">Contract Alerts</a> job aid to learn more and instructions on how to use these functions within MAGIC.

MAGIC Logistics	
Date Sent	Information
9/14/2015	As service entry sheets are no longer required in MAGIC, the Goods Receipt training materials have been updated to reflect the change. The updated materials can be found in the <a href="#">Goods Receipt</a> folder within <a href="#">uPerform</a> .
8/11/2015	The <a href="#">How to Process a P1 in MAGIC</a> job aid has been updated. The job aid will provide you step-by-step instructions on how to create P1 request.
7/29/2015	The <a href="#">Close a Purchase Order with a Remaining Balance Job Aid</a> has been updated. The updated document includes new and revised information to explain how to properly close a Purchase Order that has a remaining balance.
7/27/2015	<p>Ordering Services using Material Line Item Type</p> <p>New changes in MAGIC will eliminate “Services” as a purchase order line “Item Type.” Services will be purchased using “Material” as the line “Item Type.” Buyers can still use service based product categories.</p> <p>Below is a screenshot of the change:</p>  <p>Note: Only Material and Limit options are available for Item Type.</p> <p>Once “Material” is selected for the Item Type, agencies can follow the same steps as normal to complete the purchase order.</p>  <p>In order to remove the requirement for a Goods Receipt, follow the steps below:</p> <ol style="list-style-type: none"> <li>1. Click on the <b>Related Documents</b> tab.</li> <li>2. Navigate down until you see <b>Document Control</b> (First Section).</li> <li>3. Uncheck <input checked="" type="checkbox"/> <b>Goods Receipt / Confirmation of Performance of Service</b></li> </ol> <p>Note: Due to this change, service entry sheets (ML81N) will not be used. Instead, users will complete a Goods Receipt (MIGO).</p>

## MAGIC Logistics

Date Sent	Information								
7/27/2015	<p>Ordering Services Using Material Line Item Type</p> <p>Below are the known issues that will exist until service line contracts expire. These issues are not applicable to contracts created after July 24th 2015.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Issue</th><th style="text-align: left;">Resolution</th></tr> </thead> <tbody> <tr> <td> <u>Shopping Carts</u>  Contracts with a line item type of service will not be available as a source of supply on a shopping cart. </td><td> Do not use shopping carts for purchases that will reference a contract with a service line. Begin the purchasing process with a Purchase Order. Add the line item on the PO with reference to the contract line item. </td></tr> <tr> <td> <u>Purchase Orders</u>  When using the "Copy" function to create a new PO from a PO that has a service line, the PO line Item Type on the copied PO will display "service." </td><td> Create a new PO without using the copy function. </td></tr> <tr> <td> <u>Contracts</u>  If the existing released service contract was not distributed to ECC before July 24, 2015, data inconsistencies will occur if the Buyer distributes the contract to ECC. In SRM the contract will have Service line Item Type, but in ECC the Item Type will be Material. </td><td> For existing service line contracts that need to be distributed to ECC, inactivate the service line and add a new line to the contract with the remaining open balance that should be distributed. </td></tr> </tbody> </table>	Issue	Resolution	<u>Shopping Carts</u> Contracts with a line item type of service will not be available as a source of supply on a shopping cart.	Do not use shopping carts for purchases that will reference a contract with a service line. Begin the purchasing process with a Purchase Order. Add the line item on the PO with reference to the contract line item.	<u>Purchase Orders</u> When using the "Copy" function to create a new PO from a PO that has a service line, the PO line Item Type on the copied PO will display "service."	Create a new PO without using the copy function.	<u>Contracts</u> If the existing released service contract was not distributed to ECC before July 24, 2015, data inconsistencies will occur if the Buyer distributes the contract to ECC. In SRM the contract will have Service line Item Type, but in ECC the Item Type will be Material.	For existing service line contracts that need to be distributed to ECC, inactivate the service line and add a new line to the contract with the remaining open balance that should be distributed.
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MAGIC Logistics	
Date Sent	Information
7/8/2015	<p><b><u>Purchase Orders with Shopping Cart Reference Issues (Carry forward for FM Type 50) :</u></b> DFA has carried forward shopping carts to resolve the FY error message being received.</p> <p><b><u>Purchase Order (PO) Edit Issue:</u></b> DFA has carried forward all lines of outstanding POs. This should resolve any issues when editing an open PO, entering a Goods Receipt, Service Entry or Invoice. If you have existing Goods Receipt, Service Entry, or Invoice with an error, please delete that document and re-enter it.</p> <p><b><u>Purchase Orders related to error message "Budget Period references previous Fiscal Year Please Correct" Issue:</u></b> DFA has implemented a fix to prevent this error message from occurring.</p> <p>Also, to help resolve any future purchase order issues please include the PO or Document # when submitting an incident. Having this information will allow the team review your issue/error before contacting you for resolution.</p>
7/7/2015	<p>Prior to July 1, 2015, all emergency contracts created in MAGIC only required agency approval on the initial creation. After releasing the contract in MAGIC, agencies were required to edit the released contract in MAGIC and route the contract for the applicable Oversight Agency approval by selecting the Header Reason code of <b>"Emergency/Catastrophic."</b></p> <p>Effective July 1, 2015, emergency contracts will require Oversight Agency approval <b>upon the initial creation.</b></p>

MAGIC Logistics	
Date Sent	Information
7/6/2015	<p>If the below error is received while attempting to process a purchase order. Please follow these steps to correct the error which will allow the purchase order to process.</p> <p><b>Error:</b></p>  <p><b>Steps to correct:</b></p> <ol style="list-style-type: none"> <li>1. Place the <b>Purchase Order</b> in change mode.</li> <li>2. Click on the <b>HEADER</b>  tab of the purchase order. <ol style="list-style-type: none"> <li>a. Navigate to the right hand column and down to the middle of the column until  is displayed.</li> <li>b. Underneath the  subsection, look for the field titled . Click inside the date field and change the date to the current date the purchase order is being processed.</li> </ol> </li> <li>3. Click  to verify there are no more errors tied to the purchase order.</li> <li>4. If no errors-click <b>Order</b> to process the Purchase Order.</li> </ol>
7/2/2015	<p>You may have received the following error: “Budget Period references the prior Fiscal Year.” DFA has resolved the issue and you should be able to process MAGIC purchase orders. If you modify an existing purchase order and experience any other issues, please contact the MMRS Call Center at 601-359-1343 or via email at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a>.</p>
7/2/2015	<p>It has been determined that the posting date for goods receipts does not carry forward to the new fiscal year; therefore, when processing a goods receipt, please use 06/30/2015 as the document date and the current date (07/01/2015 or greater) for the posting date.</p>

MAGIC Logistics	
Date Sent	Information
7/1/2015	<p>After year-end processing is complete and MAGIC is available, please ensure that you have entered the date the goods were received in the Posting Date field on the goods receipt document based on the following guidelines. By populating the posting date, the process will accrue the expenditures for GAAP purposes and would eliminate the need for agencies to record these accrual entries for goods that were received on or before June 30.</p> <ul style="list-style-type: none"> <li>• If the goods were received in June please enter the appropriate June date for the Posting Date on the Goods Receipt.</li> <li>• If goods were received prior to June enter the Posting Date of 6/30/2015 on the Goods Receipt.</li> <li>• If the goods were received after June 30, 2015, the Posting Date should be the date item was received.</li> </ul>




MAGIC & SPAHRS Security	
Date Sent	Information
	No updates at this time.

SPAHRs	
Date Sent	Information
6/2/2016	SPAHRs has added a <b>new report</b> to Manage Contracts <b>for checking the balance</b> left on all active contracts for contract workers. This report can be submitted from the Contracts Browsers and Reports through path MC, BR, RB. Enter the agency number and the fiscal year and all active contracts for that fiscal year will be displayed with the remaining balance and the contract worker in the contract. If the contract has an end date prior to the current date, that contract is no longer active and will not show up on the report, regardless of whether it had a balance or not.
6/2/2016	The “MMRS Fiscal Year-End Issues for MSPB and Non-MSPB Agencies” document dated June 2, 2016, is posted on the MMRS website. It includes important deadlines and information to assist agencies in making a smooth transition into the new fiscal year. This document can be accessed on the MMRS website via <a href="http://www.dfa.ms.gov/mmrs">http://www.dfa.ms.gov/mmrs</a> under Featured News near the bottom of the screen.
4/26/2016	<p>Just a reminder that MELMS will shut down at 5:00 p.m. on Thursday, April 28, 2016, for conversion of data from MELMS to LSO.</p> <p>All Agency Training Approvers should be certain to have all training approvals completed in MELMS before COB, April 28th.</p> <p>LSO will be available to all users on Monday, May 9, 2016.</p>
4/22/2016	Please see the <a href="#">memo</a> from DFA/Office of Fiscal Management (OFM) regarding some payroll related issues that need to be addressed in order to improve payroll processing.
2/8/2016	<p>The travel warrants for the 2/8/16 pay date were printed incorrectly with a date of 2/8/14. These are valid warrants. In addition, some employees who currently are on direct deposit received a paper warrant.</p> <p>The warrant date is correct in the State Treasurer’s Office so any bank that clears one of these warrants will be paid by the State Treasurer. We apologize for any inconvenience this may cause.</p>
1/26/2016	When adding or changing an account distribution in SPAHRs, the system will check the new accounting distribution against the MAGIC crosswalk. When an accounting distribution is added or changed and it is not on the MAGIC crosswalk, the system will provide the error “Distribution invalid on MAGIC ACCT DIST table.” Agencies will need to make the additions/corrections on the MAGIC crosswalk table prior to entering the distribution in SPAHRs. Accounting distributions that were previously established may still show up as errors in a payroll. Therefore, we suggest that you run your preliminaries early so any potential errors can be taken care of on a timely basis and not cause your payroll to be late.

SPAHRs	
Date Sent	Information
11/18/2015	Monthly payroll was unable to process last night, however, it will process tonight. Please refrain from running preliminary or final payroll for semi-monthly (R&S frequency) until further notice. Sorry for any inconvenience.
7/2/2015	Agencies that need to change the coding on travel should initiate the Travel Mass Change After or the Travel Cost Reallocation in SPAHRs. Due to an issue with a validation rule in MAGIC, the ZE & YV document types cannot be used for travel reclassifications.

MAGIC & SPAHRS Technical	
Date Sent	Information
2/8/2016	<p>The Mississippi Department of Finance and Administration (DFA) is working on an upgrade to MAGIC to ensure the latest SAP functionality is available. Additional information will be provided this year prior to implementation.</p> <p>One of the enhancements with this upgrade will allow MAGIC to run on Internet Explorer 11. Below are several alternatives that can be used until the upgrade is completed.</p> <p><b><u>Windows Operating System</u></b></p> <ul style="list-style-type: none"> <li>• FireFox</li> <li>• Google Chrome for Windows 7 Operating System</li> <li>• Internet Explorer Tab Extension for Google Chrome</li> </ul> <p><b><u>MAC Operating System</u></b></p> <ul style="list-style-type: none"> <li>• Safari versions 5.1 and 6.0</li> </ul> <p>For a detailed list of the technical requirements for MAGIC, please review the <a href="#">MAGIC Technical Requirements</a> document on the MMRS website.</p>
12/16/2015	<p>For instructions on how to retrieve document rejection comments within MAGIC, please review the new <a href="#">MAGIC Workflow Job Aid</a>.</p>
11/3/2015	<p>If your agency is planning to make any computer upgrades/replacements we want to remind you that MAGIC will only work on Internet Explorer (IE) version 10 or less. DFA is working for MAGIC to be supported on higher version of IE. Until implemented, please use IE 10 or less and/or another internet browser (i.e. FireFox, Google Chrome, Safari). A complete list of the <a href="#">MAGIC Technical Requirements</a> can be found on the MMRS website.</p> <p>There are some new versions of the Windows Software that come with a version of IE that can't be downgraded to version 10. Before making any purchases, please be aware that another browser will need to be installed for MAGIC to run on these computers.</p>

MAGIC Reporting	
Date Sent	Information
3/3/16	<p>The transaction code, ZFI_CASH_RPT - Revenue and Expenditure Report, has been modified to include the following changes:</p> <ol style="list-style-type: none"> <li>1. Enhancements to Expenditures: <ol style="list-style-type: none"> <li>a. The Funded Program/Cost Object Description column is now added to the report. <ol style="list-style-type: none"> <li>i. If NRFP is in the funded program field and there is no cost object, the description will say "Funded Program Not Relevant."</li> <li>ii. If NRFP is in the funded program field and there is a cost object tied to the transaction, the description will be that of the relevant cost object.</li> </ol> </li> </ol> </li> <li>2. The predecessor document types, document number, document item and item text are added to the transaction along with the material number and material number description for purchase orders.</li> <li>3. Enhancements to Revenues: <ol style="list-style-type: none"> <li>a. The Funded Program/Cost Object Description column is now added to the report. <ol style="list-style-type: none"> <li>i. If NRFP is in the funded program field and there is no cost object, the description will say "Funded Program Not Relevant."</li> <li>ii. If NRFP is in the funded program field and there is a cost object tied to the transaction, the description will be that of the relevant cost object.</li> </ol> </li> </ol> </li> <li>4. As a result of a recent business process change, YG document transaction details are now being pulled from the ZZ ledger.</li> <li>5. Please note that if no layout is selected for the report, the new fields will automatically be included when the report is executed. If a layout is selected, the user will need to add the fields to their layout in order to see the new data fields.</li> </ol> <p>The above enhancements have been added to the <a href="#">Updated ZFI_CASH_RPT</a> Job Aid.</p>

MAGIC Reporting	
Date Sent	Information
9/10/2015	<p>If you are experiencing time out issues when using the ZFI_CASH_RPT (Cash Revenue and Expenditure Report) to identify lapse period activity (Fiscal Year 2016 for Budget Periods 2015 to 2015-A2), try executing the report using the following parameters:</p> <ul style="list-style-type: none"> <li>· Set Business Area</li> <li>· Set Fiscal Year from 2015 to 2016</li> <li>· Set Budget Period from 2015 to 2015-A2</li> <li>· Set Posting Period from 1 to 3</li> </ul> <p>When the report results are provided, set a filter on the Fiscal Year field to 2016 to identify lapse period activity. The filter can be set by using the set filter button (  ), selecting the Fiscal Year field, and setting the value to Fiscal Year value to 2016.</p>
7/29/2015	<p>The following enhancements have been made to the ZFI_CASH_RPT.</p> <ol style="list-style-type: none"> <li>1. Posting Period selection option now supports “From” and “To” periods. Previously, the report provided YTD totals through the single period selected. Users can now execute the report for a single period (e.g., period 3), a combination of periods (e.g., periods 2 and 4), or a range of periods (e.g., 1-5). To obtain YTD totals, execute the report from period 1 through the current period. Due to this change, the “Current Period Amount” column was removed from the report.</li> <li>2. The revenue report now includes Functional Area, Funds Center, Funded Program, Grant, Object Type and Number, Item Text and other fields previously available only on the expenditure report. These new fields are available for most documents with the exception of DZ (Customer Payment) and ZQ (Y/E Cash Transfer) document types. Please note that the Material Number is not yet available on the revenue report.</li> <li>3. Agencies will no longer be able to save their own report layouts as the “default” layout for the report.</li> </ol> <p>Please review the updated <u><a href="#">ZFI_CASH_RPT Work Instructions</a></u> for additional information.</p>

MAGIC & SPAHRS Training	
Date Sent	Information
9/14/2015	<p>There are currently over 100 MAGIC job aids available. Job aids provide important information and step-by-step instructions on specific MAGIC processes. They are organized, in <a href="#">uPerform</a>, by functional area and then by module within each functional area. A <a href="#">MAGIC Job Aid Reference List</a> has been created to provide you a list of all job aids by module. The list will be updated as new job aids are created.</p> <p>In addition to the reference list, the <a href="#">MAGIC File Structure in uPerform</a> document provides the file structure of uPerform to help easily find any MAGIC information in uPerform.</p>



Learning Solution (LSO)	
Date Sent	Information
5/9/2016	<p>Learning Solution (LSO), the MELMS replacement, is now available to all state employees. Please distribute this information to employees in your agency.</p> <p>Information and training documents are available on the Mississippi Management and Reporting System (MMRS) website at <a href="http://www.mmrs.state.ms.us">http://www.mmrs.state.ms.us</a>.</p>

Vendors	
Date Sent	Information
	No updates at this time.